

Making Changes to your Form SF-SAC

Updating your Form SF-SAC (Form) is as simple as logging into the Form using your Report ID and password. However, once you “finish” the Form, you will not be permitted to update your data, unless you ‘unlock’ the Form (see next page).

Update Form SF-SAC Data

Open the IDES introductory page, located at the following website:

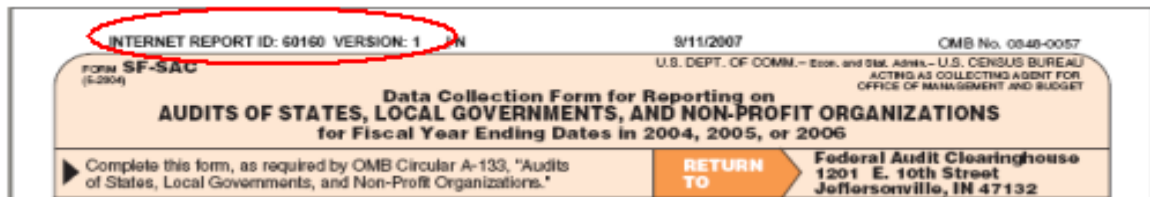
<http://harvester.census.gov/fac/collect/ddeindex.html>

1. Click the **Update A Form** button.
2. Enter the **Report ID** and **case-sensitive Password**.
3. Click the **Continue** button.
4. Update / Complete as needed.

Unlocking a Form SF-SAC

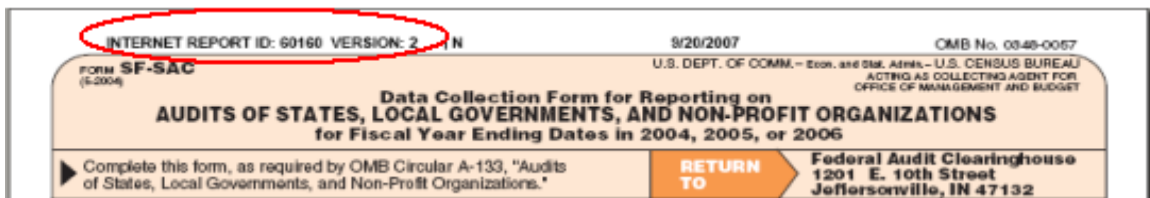
If you need to make changes to your finalized Form, click the ‘UNLOCK FINALIZED FORM’ button on the Main Menu. This button will take you to a page with the following instructions to unlock your Form:

1. To maintain data integrity, your Form is assigned a Version number. The initial Form is assigned Version number '1'. Any printouts of the Form will display the Report ID and Version number at the top of each page.



The image shows the header of Form SF-SAC (5-2004). At the top left, 'INTERNET REPORT ID: 60160 VERSION: 1' is circled in red. To the right, the date '9/11/2007' and OMB No. '0348-0057' are displayed. Below this, the text 'U.S. DEPT. OF COMM. - Econ. and Stat. Admin. - U.S. CENSUS BUREAU' and 'ACTING AS COLLECTING AGENT FOR OFFICE OF MANAGEMENT AND BUDGET' is present. The main title is 'Data Collection Form for Reporting on AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS for Fiscal Year Ending Dates in 2004, 2005, or 2006'. At the bottom left, it says 'Complete this form, as required by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."'. At the bottom right, there is a 'RETURN TO' button and the address 'Federal Audit Clearinghouse 1201 E. 10th Street Jeffersonville, IN 47132'.

2. When you 'unlock' the Form, the system increments the Version number by 1. Any new printouts of the Form will display the updated Report ID and the new Version number at the top of each page.



The image shows the header of Form SF-SAC (5-2004) after being unlocked. The 'INTERNET REPORT ID: 60160 VERSION: 2' is circled in red. The date is now '9/20/2007'. The rest of the form header, including the OMB No., the U.S. Census Bureau information, the main title, the completion instructions, and the return address, remains the same as in the previous version.

3. You will no longer be able to access the original Version number on this system. Any existing copies of the initial/previous Form should be discarded. It is imperative not to mix and match Form pages from different Version numbers.

Do you want to 'unlock' your Form SF-SAC?



Two buttons labeled 'Yes' and 'No' are shown side-by-side.

IMPORTANT NOTES:

- **Do Not:**
 - Use the same Internet Report ID for different entities.
 - Use the same Internet Report ID for different audit years.
 - Mix and match pages from the same Report ID, but with different Version numbers.

- If you 'unlock' your Form SF-SAC and make changes, but mail the original version to the FAC, the original version will be processed. The revision will not be processed.
- Do not make manual changes to a Form SF-SAC (i.e. correction fluid).

Filing A Revised Form SF-SAC

If your original Form SF-SAC submission was completed using the Internet Data Entry System, follow the instructions below to complete a revision:

- If you are **not making any changes** to the Form and would like to print a copy
 - Log into the online Form using your Report ID and Password and select Print.
- If you need to make changes to a finalized Form,
 - Use the 'unlock' feature from the main menu.
 - Refer to the Internet Data Entry System Instruction Manual for information on 'unlocks'.
- Please submit all pages of the revised Form SF-SAC and, if needed, new audit components, to the address listed on the top of Page 1 of the Form.

If the original Form SF-SAC was not prepared using the Internet Data Entry System, follow the instructions below to complete a revision:

- Print out a blank copy of the Form from our website at <http://harvester.census.gov/fac/collect/formoptions.html> (Option #2)
- Form SF-SAC - Page 1
 - Write "REVISION" at the top.
 - Complete all data elements, sign and date (both auditee and auditor).
- Form SF-SAC - Pages 2, 3 and 4
 - Enter the desired changes (you are not required to complete all questions)
 - If changes include Page 3 Federal program data, be sure to type the entire program line.
 - If changes to the Federal Program data affect the Total Federal Awards Expended (TFAE), include the new total in the TFAE box.
- Submissions to the FAC
 - Send all pages of the revised Form SF-SAC and, if needed, new audit components, to the address listed on the top of Page 1 of the form.
 - 1201 E 10th Street, Jeffersonville, IN 47132

Please include a cover letter briefly explaining the changes you have made to your submission.